

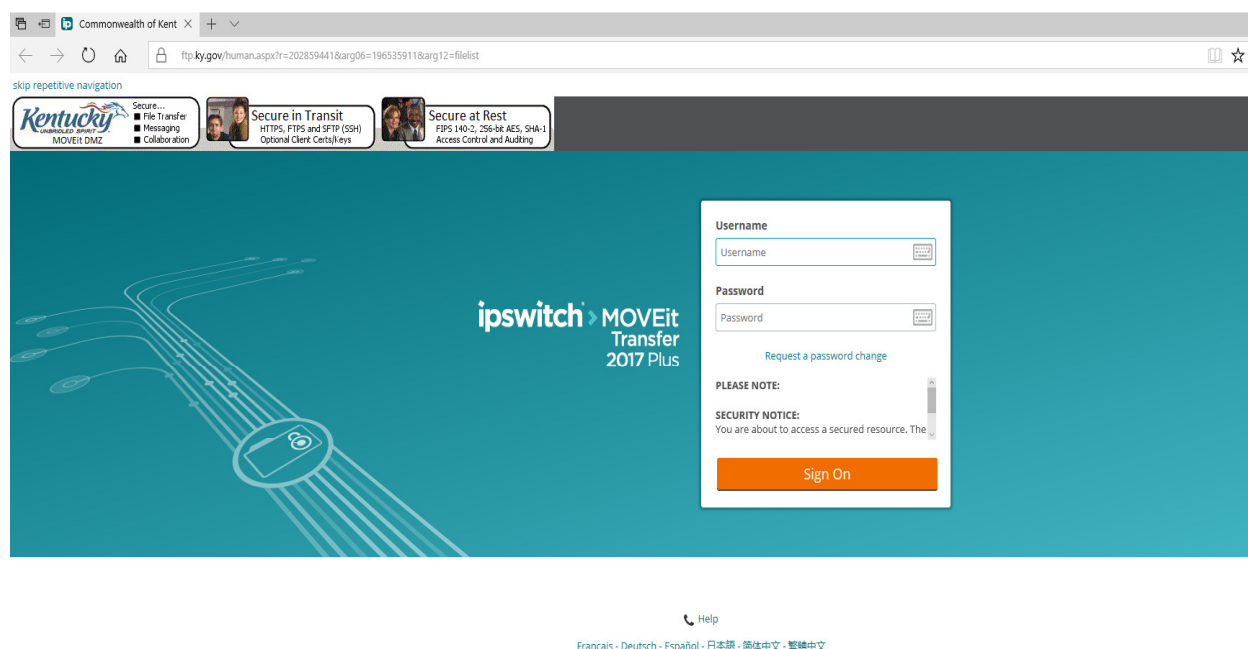
HOW TO UPLOAD FILES TO MOVEIT SITE

The following gives step by step instructions on how to upload information to the new FTP site

ACCESSING THE MOVEIT SITE

Navigate to the Moveit site by entering the URL

<https://ftp.ky.gov/human.aspx?r=202859441&arg06=196535911&arg12=filelist> into your browser. This screen should appear:



SIGNING ON

Enter the username and password for your Moveit FTP site account. Then click "Sign On". If you do not have an account, contact the Commonwealth Service Desk (CSD) to request one.

Commonwealth Service Desk

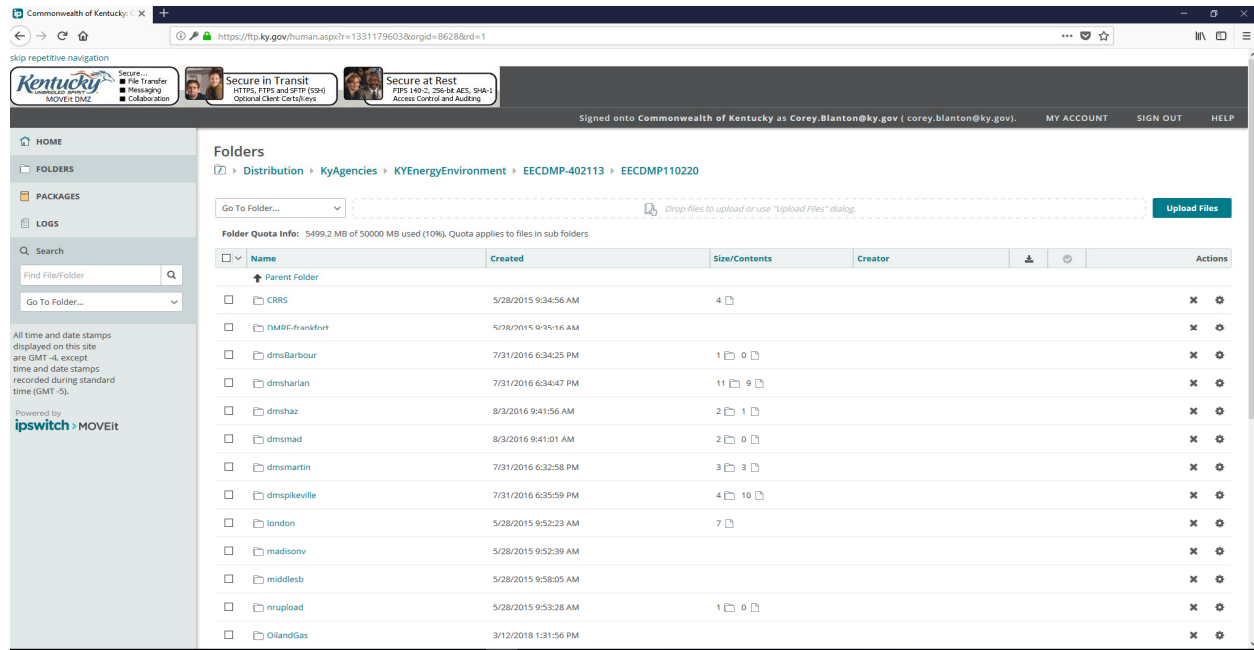
E-mail: CommonwealthServiceDesk@ky.gov

Telephone: (502) 564-7576

Toll Free: (800) 372-7434

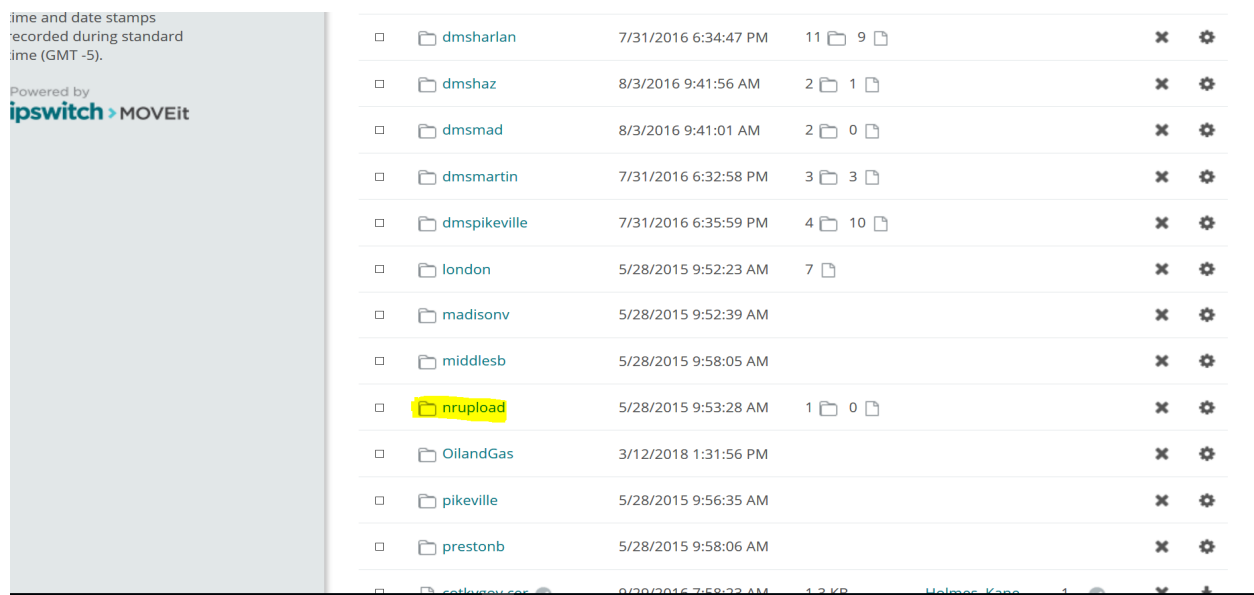
UPLOADING FILE

Upon signing on to MoveIT, this screen should appear:

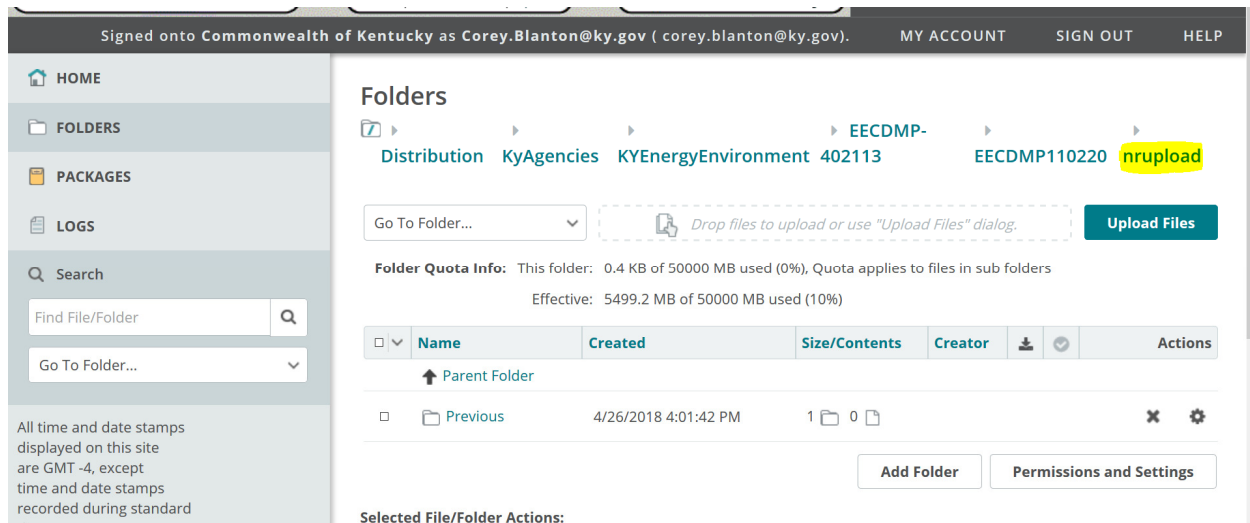


This screen contains the list of the folders to which all files intended for the Department for Natural Resources are uploaded. Long-time users of this FTP site should recognize them.

Scroll down (if necessary) to locate the folder to which you wish to upload. For this example "nrupload" will be the folder of choice and the uploaded file is named TEST ONLY.

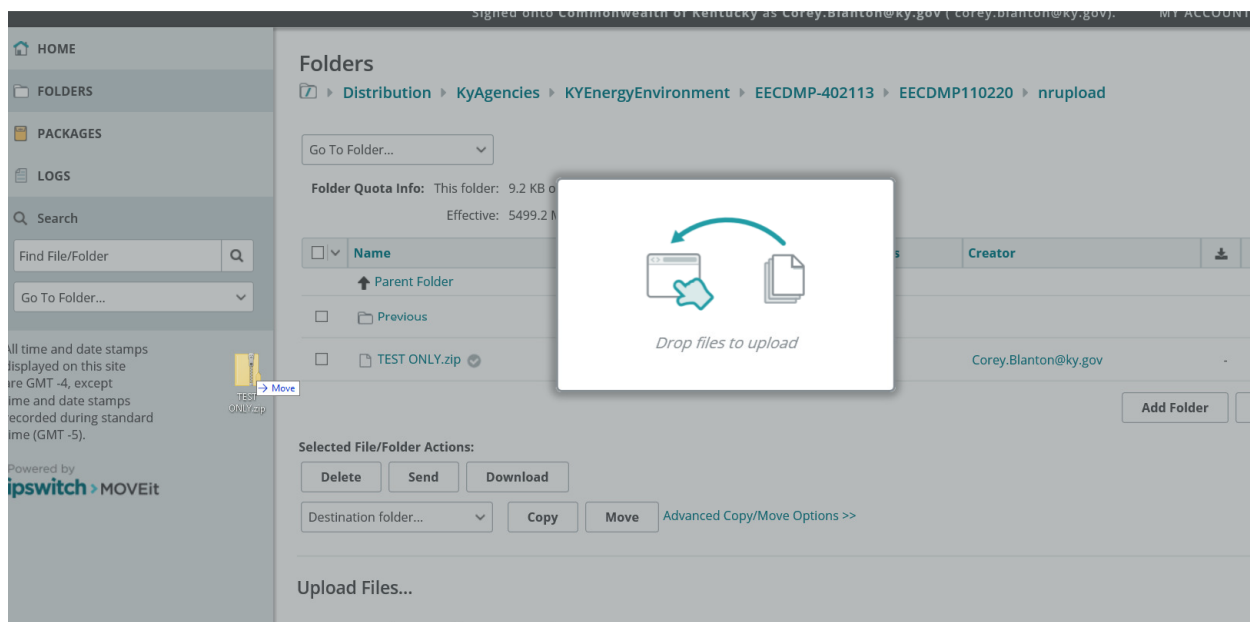


Click on the folder name to open it and this screen appears:

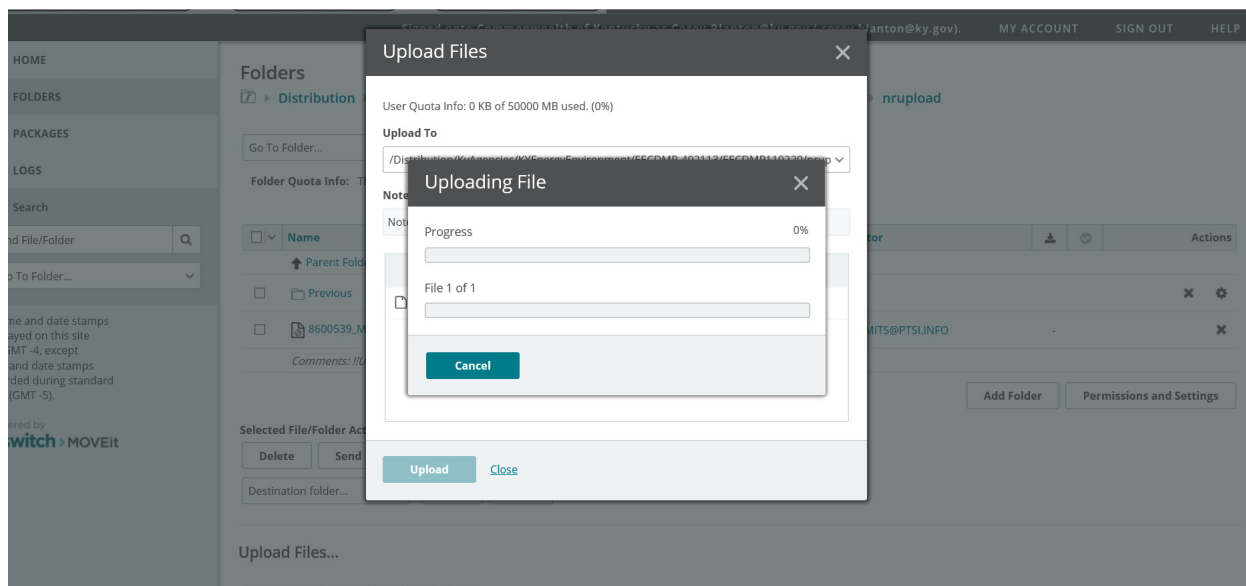


Notice the chosen folder's name appears in the top right of this screen.

Next, drag the file you wish to upload from your computer to the browser window and drop it anywhere in the chosen folder's webpage. You will see this screen when you drag the file into your browser window:

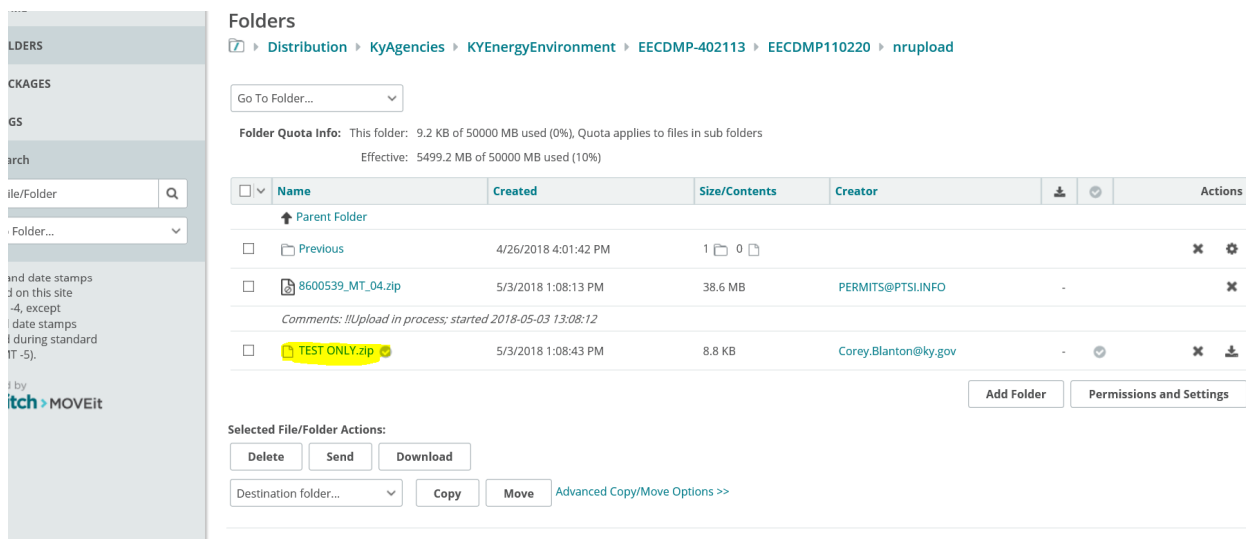


Once you drop the file, this will briefly appear then disappear (larger files will take a little longer to upload, of course):



UPLOAD CONFIRMATION

And then you will see this screen again, except the file you dragged and dropped (in this example "TEST ONLY") appears in the list of files in the folder:



The appearance of the file in the desired folder is confirmation of a successful upload of the compressed file folder.

HELP

If you have any further questions, please contact Corey Blanton (corey.blanton@ky.gov) or Michael Nielsen (michael.nielsen@ky.gov).